

# FTP Site User Guide

## ADOT Environmental Planning Group

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The FTP site is designed for the temporary storage of large files for use by ADOT staff and its customers. With the correct log on information, users can upload to and download files from the FTP site on their computer whether at home, consultant's office, or ADOT

To access the FTP site, go to [www.adotenvironmental.com](http://www.adotenvironmental.com) on Internet Explorer and click the link *EPG's FTP Site* at the bottom of the Environmental Planning Group (EPG) home page.

You will be prompted to log on to the site with the user name and password. If you are a customer (such as a consultant) who plans to access the FTP site, please call EPG at 602.712.7767 (or contact the respective EPG planner/technician) for the user name and password.

If you are using the FTP site outside of ADOT to download or upload files, you may not be able to do this activity through Internet Explorer. Instead, you would need to open the FTP site through Windows Explorer\* on your PC. Here are the steps to do this:

1. Go to [www.adotenvironmental.com](http://www.adotenvironmental.com) on your Internet Explorer browser.
2. Click the link *EPG's FTP Site* at the bottom of the home page.
3. Enter the user name and password on the log on box. Then click *Log On* or press *Enter* on your keyboard. The FTP site will then open up in Internet Explorer.
4. Copy the FTP's address (<ftp://ftp.azdot.gov/>) located in the address bar of Internet Explorer.
5. Now open Windows Explorer from your PC.
6. Paste the FTP's address in the address bar of Windows Explorer. Then click *Go* or press *Enter* on your keyboard.
7. You may have to log on again. If so, enter the user name and password as you did in Step 3. Click *Log On* or press *Enter* on your keyboard.
8. The FTP site will open in Windows Explorer with the folders/files appearing. Use this window for downloading and/or uploading files to and from your hard drive.

That will do it. Happy FTP-ing!

\* Some people may be confused between Internet Explorer and Windows Explorer because they sound and look alike. Internet Explorer is a browser used to surf the internet. Windows Explorer is the file manager used to access the files on the hard drive of your PC.

Windows Explorer can be opened two ways. You can double click the My Computer icon on your PC desktop, or you could go to Start, Programs, Accessories, and then Windows Explorer.